
Attorney Conference Rooms

11/2007

Members of the Delaware Bar may make reservations for the use of an Attorney Conference Room located in the J. Caleb Boggs Federal Building.

To check on availability of a conference room, obtain additional information, or cancel a reservation, please call the Clerk's Office at 573-6170.

To reserve a conference room, submit a reservation request **form** which can be found on the court's website at www.ded.uscourts.gov under "Clerk's Office". A response will be provided by a member of the Intake/Help Desk staff.

General Guidelines

- An Attorney Conference Room may be reserved by a member of the Delaware Bar on a first-come, first-served basis, for a maximum of (2) hours per day. Preference will be given to attorneys/firms participating in a trial. In order to accommodate multiple trials and opposing counsel, reservations are restricted to one room per side.
- To reserve a conference room, submit a request **form** to Clerk, U.S. District Court, ATTN: Conference Room Reservations, Room 4209, Lockbox 18, Wilmington, DE 19801, by mail, courier, or e-mail to: AttyConfRoom@ded.uscourts.gov, indicating:
 - Date or inclusive dates and 2 hour time-frame requested;
 - Case information, when request is related to a trial;
 - Contact information.
- Reservations may be made up to six months in advance, and should be cancelled if no longer needed.
- A conference room may be used without a reservation on an "as available" basis.
- The requesting attorney or their designated representative must sign out the assigned conference room key at the Intake Help Desk, Room 4209. Keys must be returned promptly at the end of each (2) hour reservation.